

# Community living options at UNI!

## Transfer students 2009-10

[www.uni.edu/dor](http://www.uni.edu/dor)

*Students wishing to live in an environment with others who share similar interests and commitments are encouraged to select a community living option.*

**Use this information when completing Section III on the Residence Hall and Dining Contract:**

### Upperclass Option

Students who are in good academic and behavioral standing with the University and who are classified as sophomores, juniors, seniors or graduate students, may request a single or double room in upperclass houses. Campbell (men and women) and Noehren (men and women) Halls plus the upperclass hall, Shull (men and women). Single room assignments are based on availability.

### Honors Cluster housing

Rooms have been reserved in Campbell Hall to create UNI's first living community for Honors students. The Honors cluster enables a group of Honors students to live in close proximity to each other, but the houses will not be made up exclusively of Honors students. Every effort will be made to assign Honors roommates within the cluster; the Department of Residence reserves the right to assign non-Honors students to open spaces. Campbell (men and women) Hall.

### Substance-Free Option

Substance-free houses are available in Campbell (women) and Rider (men and women) Halls. Residents of these houses agree not to possess or use alcoholic beverages and tobacco products in their living environment. (This includes illegal drugs, which are prohibited in ALL houses.)

### 9-Month housing

Bartlett, Bender, Dancer, Lawther, Noehren and Shull Halls are open over the semester break in December and January. If continuous housing is an important feature, select a community in these halls.

### Suites

Bartlett and Lawther Halls offer a limited number of suites where three or four students share two adjoining rooms. If you want to request roommates for a suite, all roommates must select each other and select suites as a No. 1 priority in Section III.

### Single rooms

Single rooms are available in all residence halls. Designed (physical) single rooms are available in Bartlett, Bender, Campbell, Dancer and Lawther Halls only. Designed single rooms are smaller than a double room. The cost for a designed single is more per academic year than a double room. There are also a limited number of double rooms that may be contracted as "double as single rooms." These rooms are designated as Double as Single Rooms and are available in Campbell, Hagemann, Noehren, Rider and Shull Halls. The cost for a double as single room is more per academic year than a double room. Returning residents have priority for assignment in all single rooms.

### Traditional rooms

A traditional room is a two-person (double) room without any of the community features listed above.

## Live on campus: Have more control, more conveniences and more choices! Get the 2-Year Advantage

Students who make a two-year commitment to on-campus residence hall life by selecting the **2-Year Advantage** benefit from reserving the rate schedule from year one to year two (a price freeze), waiver of the \$200 prepayment on the second year of the contract and early fall semester move-in at no extra charge. The real advantage, however, is the benefit of extending residence in a community that supports social and academic success toward graduation.

**For answers to the most common questions go to [www.uni.edu/dor](http://www.uni.edu/dor)**

If you plan to live on campus for at least two years and you want to control part of the cost of attending UNI, select the **2-Year Advantage** option on **line one** of the Residence Hall and Dining Contract.

### Update online!

*Once you have submitted your housing contract, you can update your choices on the web:*

**[www.uni.edu/dor](http://www.uni.edu/dor)**

*Please allow 2 weeks for the mailed contract to appear online.*

### Room assignments

*Room and roommate assignments are made starting in May.*

*Assignment letters are mailed in June and will include your campus address and phone number, your roommate's information and move-in information.*

### Disabilities and special health needs

*When notified by May 1, we will try to accommodate reasonable housing requests related to disabilities and special health needs.*

*See [Section V](#) on the contract. You will need to follow the procedures and complete the necessary forms found online at [www.uni.edu/dor/contracting](http://www.uni.edu/dor/contracting)*

### Air conditioners

*Air conditioners are permitted and installed for students with a documented medical need. To submit a request, follow procedures and complete the necessary forms found online at [www.uni.edu/dor/contracting](http://www.uni.edu/dor/contracting). Requests must be submitted before May 1 for fall and Dec. 15 for spring semester. The request will affect room and hall assignment and costs \$200 for the air conditioner installation and usage. 8/29/08*

## Simplify your life one meal at a time.

**Meal plan selections  
may be reserved and  
changed online.  
[www.uni.edu/dor](http://www.uni.edu/dor)**



### Use this information when completing Section IV on the Residence Hall and Dining Contract for transfer students

#### **Premium Plan**

This plan is designed to provide you with the ultimate in access to the dining center. Enter the dining center as often as you like during scheduled meal hours. Includes \$250 in dining dollars per semester, ten guest passes per semester, four 16" pizzas from Piazza or Rialto per semester and a 30% discount on any additional guest meals purchased in the dining center, using dining dollars or charge. This plan also allows one take-out meal per day.

#### **19 Plus**

This plan includes any 19 meals per week. Select meals from breakfast, lunch, dinner, or late night meal service. \$150 dining dollars per semester add flexibility to this plan. Each semester, you may use five guest passes for friends or family and take out three 16" pizzas from the Piazza or Rialto. Eligible to receive a 30% discount on any additional guest meals purchased in the dining center, if you use dining dollars or charge.

#### **14 Plus**

This plan includes any 14 meals per week. Select meals from breakfast, lunch, dinner, and late night meal service. \$200 dining dollars per semester add flexibility to this plan. Each semester, you may use five guest passes for friends and family and take out three 16" pizzas from Piazza or Rialto. Eligible to receive a 30% discount on any additional guest meals purchased in the dining center if you use dining dollars or charge.

#### **10 Plus**

For the student who's lifestyle takes them away from campus, this plan includes any 10 meals per week. Select meals from breakfast, lunch, dinner, and late night meal service. \$125 dining dollars per semester add flexibility to this plan. Each semester, you may use two guest passes for friends and family and take out two 16" pizzas from the Piazza or Rialto. Eligible to receive a 30% discount on any additional guest meals purchased in the dining center if you use dining dollars or charge. Available to upperclass students.

#### **Any 19**

The plan includes any 19 meals per week. Select meals from breakfast, lunch, dinner, and late night meal service. \$50 dining dollars per semester are included.

#### **Any 14**

For the student who eats regular meals each day, this plan includes any 14 meals per week. Select meals from breakfast, lunch, dinner, and late night meal service. \$100 dining dollars per semester add flexibility.

#### **Any 10**

For the light eater, this plan includes any 10 meals per week. Select meals from breakfast, lunch, dinner, and late night meal service. \$75 dining dollars per semester add flexibility to this plan. Expect to supplement this plan with food from other sources. Available to upperclass students.

*\*NOTE: Sophomores, juniors, seniors and graduate students may select a block plan of any 150 meals per semester; seniors and graduate students may select a block plan of any 125 meals per semester.*

## **Great jobs that fit your life** [www.uni.edu/dor](http://www.uni.edu/dor)

Once you have been accepted to UNI, you can apply online for a part time job in the Department of Residence. Work around your class schedule. Meet new people, learn new skills, have fun AND help pay for college.

# University of Northern Iowa Residence Hall and Dining Contract: Transfer

Complete the following information. Information on options is available in the attached summary of options and online at [www.uni.edu/dor](http://www.uni.edu/dor)

This contract is for (choose one) \_\_\_\_\_ Academic year 2009-2010 \_\_\_\_\_ Spring Semester 2010 \_\_\_\_\_ **2-Year Advantage 2009-11**

## I. PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last
First
Middle
e-mail address

Address: \_\_\_\_\_  
Street
City
State
Zip Code
Country

Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_  
Student Number
Mo
Day
Year

Classification for session indicated (check one): Freshman: \_\_\_\_\_ Sophomore: \_\_\_\_\_ Junior: \_\_\_\_\_ Senior: \_\_\_\_\_ Graduate: \_\_\_\_\_ Other: \_\_\_\_\_

## II. OPTIONAL: ROOMMATE REQUEST

*If no options are selected, the Department of Residence will assign a roommate to students living in double rooms.*

\_\_\_\_\_ Please try to assign an international roommate to my room.

Requested Roommate's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last
First
Middle Initial
Mo
Day
Year

*All roommate requests must be in by May 1 for fall contracts or December 15 for spring contracts. Be sure that each roommate requests the other and chooses exactly the same preferences in Sections III.*

## III. ASSIGNMENT PRIORITIES

I am a smoker     I am not a smoker and do not want a roommate who smokes     I am not a smoker and do not care if I am assigned a roommate who smokes  
*The University of Northern Iowa is a smoke-free campus in compliance with Iowa law.*

The assignment codes below indicate the types of housing options that are used in making housing assignments. Please put the assignment code in rank order 1-8 (1-highest, 2-second highest, etc.) in the boxes below, after determining the best options to meet your needs based on information online at [www.uni.edu/dor](http://www.uni.edu/dor) and the additional information attached to this contract. You must indicate all eight choices:

1st choice	2nd choice	3rd choice	4th choice	5th choice	6th choice	7th choice	8th choice
Assignment Code							

  

<b>Room Assignment Code</b>	<b>Room Assignment Code</b>	<b>Room Assignment Code</b>
<b>BAR</b> Bartlett Traditional	<b>DAN</b> Dancer Traditional	<b>NRN</b> Noehren Traditional
<b>BARS</b> Bartlett Suite	<b>HAG</b> Hagemann Traditional (women)	<b>NRNU</b> Noehren Upperclass (men & women)
<b>BEN</b> Bender Traditional	<b>LAW</b> Lawther Traditional (women)	<b>RID</b> Rider Traditional Room
<b>CAM</b> Campbell Traditional	<b>LAWS</b> Lawther Suite (women)	<b>RIDF</b> Rider Substance Free (men & women)
<b>CAMF</b> Campbell Substance Free (women)		<b>SHUU</b> Shull Upperclass singles (men & women)
<b>CAMH</b> Campbell Honors cluster (men & women)		
<b>CAMU</b> Campbell Upperclass (men & women)		

## IV. MEAL PLAN PREFERENCES (Please check one.)

### Transfer student meal plans:

- \_\_\_\_\_ Premium Plan with unlimited access (\$250 Dining Dollars/semester)
- \_\_\_\_\_ 19 Plus Plan (\$150 Dining Dollars/sem)
- \_\_\_\_\_ 14 Plus Plan (\$200 Dining Dollars/sem)
- \_\_\_\_\_ 10 Plus Plan (\$125 Dining Dollars/sem)
- \_\_\_\_\_ 19 meals/week (\$50 Dining Dollars/sem)
- \_\_\_\_\_ 14 meals/week (\$100 Dining Dollars/sem)
- \_\_\_\_\_ 10 meals/week (\$75 Dining Dollars/sem)

\_\_\_\_\_ 150 meals (\$300 Dining Dollars/sem) available to sophomores, juniors, seniors and grad students

\_\_\_\_\_ 150 meals (no Dining Dollars)  
 \_\_\_\_\_ 125 meals (\$125 Dining Dollars/sem) available to seniors and grad students

I would like to buy additional **Dining Dollars**.  
 The amount will be added to my U-bill.  
 Amount: \$ \_\_\_\_\_

## T-SHIRT SIZE

### Adult T-Shirt size:

- \_\_\_\_\_ Small
- \_\_\_\_\_ Medium
- \_\_\_\_\_ Large
- \_\_\_\_\_ X Large
- \_\_\_\_\_ XX Large
- \_\_\_\_\_ XXX Large

## V. DISABILITIES AND SPECIAL HEALTH NEEDS

\_\_\_\_\_ Check here if you have a disability or special health need to be considered in making your assignment. Documentation forms found online at [www.uni.edu/dor/contracting](http://www.uni.edu/dor/contracting) must be received by May 1 for fall semester and Dec. 15 for spring semester. This includes requests for air conditioning.

## VI. CONTRACTUAL RESPONSIBILITIES

I hereby contract for housing and dining for the academic year (or the balance thereof) and have enclosed a \$200 prepayment and non-refundable \$25 application fee to activate my contract. I have read and agree to abide by the Terms and Conditions (including cancellation penalties) of the Residence Hall and Dining Contract.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Cell phone (\_\_\_\_\_) \_\_\_\_\_  
Home phone (\_\_\_\_\_) \_\_\_\_\_

If the student is under age 18, the parent or guardian must sign as guarantor below. In consideration of the approval of this contract between the University of Northern Iowa and the student, I can guarantee the performance of all the terms and conditions of the contract for housing and dining and any renewal to be performed by the student.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Retain a copy of this contract for your records. Please mail a check for \$225 covering the \$200 prepayment and non-refundable \$25 application fee with this contract to:

**Department of Residence, Redeker Center, University of Northern Iowa, Cedar Falls, IA 50614-0252.**

*The university requests this information for the purpose of providing housing and dining for the academic year or balance thereof. Except for directory information of name and address, no one outside the university will be routinely provided this information. The contract cannot be accepted unless all information is provided as requested.*

# University of Northern Iowa Residence Halls Contract Terms and Conditions: Transfer Students

## I. Payments and Refunds

- A.** New resident applicants must submit a \$200 prepayment and a one-time non-refundable \$25 application fee with this contract (check or money order payable to University of Northern Iowa or with a credit card if contracting online). The \$200 prepayment will be applied to the student's first university bill after residency has begun. Returning students will be billed for only the \$200 prepayment fee upon recontracting.
- B.** Space in a residence hall is reserved when both the signed contract and \$200 prepayment and \$25 application fee are received from the applicant and his/her admission to and enrollment in the university has been approved. Rooms will not be held past the first day of classes.
- C.** The university reserves the right to refuse to assign housing to an applicant, refund the \$200 prepayment, and make all final decisions as to assignment for room and meals.
- D.** Responsibility for housing and meal charges becomes effective as per the Terms and Conditions, Section III, unless the contract is cancelled in writing before such charges are to begin. Charges will be adjusted for housing and meals when the contract and occupancy begins later than the start of the second week of classes.
- E.** The costs of housing and meals for the specified semester or session are available upon request from the Department of Residence. Payments for housing and meals are made in advance for each semester, or under the deferred payment plan.
- F.** The Board of Regents, State of Iowa, determines the rate for housing and meals at the University of Northern Iowa, and reserves the right to change rates upon giving 30 days notice. If the rates are increased during the term of the contract, the student has the option of accepting the new rates or terminating his/her contract when the rates become effective. Written notification is necessary to terminate the contract.
- G.** Refunds and credits will be made in accordance with Section III of this contract.

## II. Conditions of the Contract

- A.** The residence hall contract includes housing and meal service for the entire academic year (fall semester and spring semester), or the term that the student is enrolled. The 2-Year Advantage contract extends the term to two academic years. Charges will be adjusted for room and meals when the contract begins later than the start of the second week of classes.
- B.** Each student is automatically a member of a residence hall government. A residence hall activity fee (RHAF) is paid at the beginning of each semester.
- C.** The residence life coordinator reserves the right to reassign students who are without roommates, should they not find someone of their own choice. In all cases, final determination of room assignments rests with the university.
- D.** Rooms may be occupied by residents from the beginning to the end of any semester, but not during fall/spring semester breaks, except in Bartlett, Bender, Dancer, Lawther, Noehren and Shull. Residents who are not registered for the next grading period, or are not otherwise eligible to continue residency, must vacate their rooms by the last day of finals, except for graduating students who must vacate their rooms by 9:00am on the day following graduation. Failure to check out by the required date, including those who cancel their contract during the break period (but remain enrolled at the university), will result in a charge of \$30.00 plus an assessment for the entire break period (at a cost of \$30.00 per day). Arriving prior to the date the contract begins will result in a daily charge.
- E.** Room space cannot be sublet nor can a contract be transferred, sold or assigned to another person; the contract is with the named parties only. Exchanges, transfers and vacating of rooms require the written permission of the residence life coordinator.
- F.** The university, in order to maintain its regulations and property, reserves the right to have its authorized personnel enter and inspect residence hall rooms as it deems necessary.
- G.** Residents will be charged for university property missing from a resident's room and for property damages beyond normal wear.
- H.** The university is not responsible for loss or damage of goods or personal property. Private insurance is encouraged for the student's protection, since no exceptions are made.
- I.** Each resident agrees to abide by all current policies which have been established by the University of Northern Iowa, the residence hall staff and the residence halls student governments. Copies of all said policies shall be made available to the student online at [www.uni.edu/dor](http://www.uni.edu/dor) and upon request. Changes in policies occurring during the academic year shall be made known by posting said changes in each residence hall. Violation of any of the standing rules mentioned above, or any other conduct deemed to be such as to require the removal of a student from a residence hall for the best interests of the other residents, shall be grounds for termination of the contract by the university.
- J.** All students who live in University of Northern Iowa residence halls must contract for a meal plan. All first year out-of-high-school students must select a Community meal plan option for the entire academic year (fall semester and spring semester) or the term that the student is enrolled.
- K.** A meal plan entitles the student to eat meals in the dining centers and use Dining Dollars in any Department of Residence dining and retail operation. Meal privileges are not transferable, negotiable or saleable to other individuals.
- L.** Dining Dollars are a bonus to a meal plan and extend food/beverage service to a variety of locations on campus. A set amount of Dining Dollars is available each semester. Additional Dining Dollars may be

## II. Conditions of the Contract (cont.)

- added to a student's account. Any Dining Dollars balance from fall semester is transferable to spring semester only. Dining Dollars remaining in an account when a meal plan is cancelled will NOT be refunded. If a contract is cancelled before the end of the term, a student is billed for the Dining Dollars used. If a meal contract is cancelled before the end of the term, the student's meal contract is subject to the terms indicated in Section III and the student will be billed for the Dining Dollars used.
- M.** Meal plans may be changed one time each semester prior to September 15 and February 1 for fall and spring semesters, respectively, and will result in a billing adjustment and a change in Dining Dollars.
- N.** Refunds or credits will not be made for meals not eaten, except for confirmed cases of prolonged illness or other unavoidable absences in excess of seven consecutive calendar days. All requests for exceptions must be in writing to the Department of Residence. No refunds will be provided for Dining Dollars that are not used prior to whenever a contract is cancelled or at the end of an academic year.
- O.** Special menus to comply with dietary requirement of religious faiths or denominations are not provided.
- P.** Regular meal service begins with breakfast on the Friday before classes begin in August and with dinner on Sunday night before classes begin in January; meal service ends with the meal following each semester's last scheduled final examination.
- Q.** Meals are provided according to the meal plan selected.

## III. Termination of Contract Charges

- A.** A housing and meal contract is for the entire academic year(s) or for the period of time a student is enrolled during the academic year(s). If the contract covers the entire academic year, the contract is effective as of the Friday before classes begin. The contract is between the university and the named student and/or his/her guarantor, and is not saleable, transferable, or cancelable except only as follows:

### Incoming student cancellation of a single year contract:

Before May 1	\$200 prepayment refunded
May 1 and thereafter	\$200 prepayment forfeited; in addition, 40% penalty is applied to the remainder of contract, plus inclusive weekly room and meal charges.

### Returning resident cancellation of a single year contract:

Before May 1	\$200 prepayment forfeited
May 1 and thereafter	\$200 prepayment forfeited; in addition, 40% penalty is applied to the remainder of contract, plus inclusive weekly room and meal charges.

### Incoming student cancellation of a 2-Year Advantage contract:

Before May 1	\$200 prepayment refunded
May 1 and thereafter	\$200 prepayment forfeited; in addition, 40% penalty is applied to the remainder of the 2-year contract, plus inclusive weekly room and meal charges.

### Returning resident cancellation of a 2-Year Advantage contract:

40% penalty is applied to the remainder of the 2-year contract, plus inclusive weekly room and meal charges.

- B.** Residents contracting for only spring semester must cancel by December 15 to receive their full refund. Cancellations after December 15 will result in full forfeiture of the \$200 prepayment. After the first day of residency or the first day of classes for spring term, whichever comes first, cancellation of the contract by an enrolled university student will result in forfeiture of the \$200 prepayment and a 40% penalty for the remainder of the contract period, plus inclusive weekly room and meal charges.
- C.** No refunds or credits for any changes will be made without approval of the Department of Residence. Requests for changes, including cancellation of the contract, must be submitted in writing to the Department of Residence. For current residents, no refunds or credits will be made within the final six weeks of spring semester. Residents will only be considered for release from their contract by filing a "Residence Hall and Dining Contract Release Application." This application is available in the residence hall office. An appeal board will review the application and a decision in regard to the appeal will be submitted in writing to the student.
- D.** When a student's occupancy of a residence hall room is involuntarily terminated as a result of university action, the student will be penalized 40% of the unused portion of the contract period plus inclusive weekly room and meal charges until the move-out is complete.
- E.** Individuals who pose a danger to themselves and/or other residents may not be eligible to live in university housing. Registered sex offenders and persons who should be registered as such are not eligible for university housing.
- F.** If admission to UNI is withdrawn, no penalty will be applied to the contract. Inclusive weekly charges for room and meals would be assessed, and the prepayment refund policy would remain as stated above.
- G.** The student agrees that if the university uses legal counsel, a collection agent or other person to enforce this agreement, the student will pay the collection costs, attorney's fees, court costs and other expenses incurred by the university in obtaining payment of amounts due under this agreement and/or enforcing this agreement, and interest at the highest rate allowed by law on any unpaid balance.